

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Romaine V. Reid
Executive Director

Recruitment & Examination Announcement

NOTE: *This is an Agency Specific Recruitment for the Department of Public Safety & Correctional Services (DPSCS). The resulting eligible list from this recruitment will be used to fill current and future vacancies in this classification Statewide as they occur only in the DPSCS. If you are interested in being considered for any such vacancies, including openings in the Baltimore, Jessup, Western and Eastern regions, please apply to this recruitment. Applicants certified to this list will remain eligible for a period of one year.*

Recruitment For: **Agency Procurement Specialist II (0849)**
Announcement #10-0849-919
(List both the title and announcement number on your application.)

Salary: **\$38,016 - \$59,892 Grade 15 (Reflects Temporary Salary Reduction effective 9/23/09)**

Closing Date: **June 7, 2010**

Location: **The current vacancy exists at the Office of the Secretary – Procurement Unit, Towson, MD.**

Position Duties: This is the full performance level of work in the procurement of equipment, services, construction, supplies, information technology, and other needs which must be obtained through the competitive or negotiated procurement process. Employees in this classification are responsible for soliciting, evaluating, negotiating and awarding contracts, according to State Procurement laws, procedures and regulations, as well as maintaining contracts by assuring compliance with terms and conditions. Employees in this classification do not supervise other Agency Procurement Specialists, but may supervise or give guidance and direction to a unit of agency procurement associates and support staff. Employees in this classification receive general supervision from an Agency Procurement Specialist Supervisor or other designated administrator.

Minimum Qualifications:

Education - Possession of a Bachelor's Degree from an accredited college or university.

Experience - Two years of experience in contract management or procurement involving duties such as: soliciting, evaluating, negotiating and

awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions.

- Notes:
1. Professional or paraprofessional contract management or procurement experience may be substituted on a year for year basis for up to four years of the required education.
 2. Additional graduate education at an accredited college or university may be substituted at the rate of thirty credit hours for each year of the required experience.
 3. Candidates may substitute the following written certifications, obtained through passing an examination, for the required education: Certified Public Manager from the National Association of Purchasing Management; Certified Professional Contracts Manager from the National Contract Management Association; Certified Public Purchasing Officer or Certified Professional Public Buyer from the Universal Public Purchasing Certification Council (National Institute of Governmental Purchasing, Inc. or National Association of State Purchasing Officers).

Licenses, Registrations and Certificates:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

Selection Process:

Candidates who meet the minimum qualifications will be admitted to the examination for this classification. It is essential that you give complete and accurate information on your application. Successful candidates will be on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, OR QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Examination

The examination is designed to measure the candidates' knowledge, skills, and abilities as they relate to the duties of this job classification.

Mail State Application (MS100 Form) postmarked no later than June 7, 2010 to:
MD Department of Public Safety & Correctional Services
Recruitment & Examination Unit
6776 Reisterstown Road, Suite 309
Baltimore, MD 21215-2342

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060, toll free 1-877-206-9941, or downloaded from www.dbm.maryland.gov.

Issued 5/20/10 (or)
Project # 10-0849-919

Equal Opportunity/ADA Employer